



U.S. EMBASSY RIYADH
PO BOX 94309
RIYADH 11693
SAUDI ARABIA

January 10, 2022

Subject: **Blanket Purchase Agreement (BPA) for Satellite Maintenance Services**

The Embassy of the United States of America in Riyadh intends to issue a Blanket Purchase Agreement (BPA) for on-call provision of satellite maintenance services. The Embassy will establish a BPA for three (3) years. **Only companies specializing in this field should apply.**

Please review Technical Capability and Scope of Work (SOW) and submit information accordingly.

Technical Capability: The information shall meet all the requirements contained herein. The offerors shall provide with their information package, at a minimum, in written English the following information:

- An offer that includes:
 - a. Evidence of deep knowledge and strong expertise in satellite maintenance services (i-e: Company profile).
 - b. Past experience in relevant services.
 - c. Proof of legal existence in Saudi Arabia (i-e: Commercial Registration and VAT Certificate.)
- Evidence that the offeror operates an established business with a permanent physical address (such as a store front) and telephone listing and is registered to conduct business in the Kingdom of Saudi Arabia.
- Experience in relevant business along with any relevant certification and licenses.

Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirement of FAR subpart 9.104-1 including:

- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Information Submission: Interested parties should submit their information to the Embassy Procurement Office at the following email address before **17:00 Hrs. Tuesday January 25, 2022: RiyadhContracting@state.gov**. No information will be accepted after this time. Interested parties are advised to send all documents in one pdf file.

Other requirements:

- The information / offer **must** be dated, signed, and valid for 30 calendar days after submission.
- Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them (if the projected price exceeds \$20,000). If the offeror is not registered in the SAM, it may do so through the SAM website at <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf> (also see attached quick start guide for new foreign registration).
- All information and other correspondence must be in the English language.

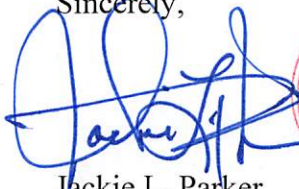
Competition: The BPA agreement award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

Agreement Type: The agreement shall be a BPA and will be awarded based on quotation to reasonably priced, technically acceptable offerors at the U.S Government's discretion.

Payment Terms: All the payments will be processed within 30 days of receipt of invoice as per the U.S. Prompt Payment Act of 1982.

The Contracting Officer reserves the right to reject any and all offers and to waive any information or minor irregularities in offers received.

Sincerely,



Jackie L. Parker
Contracting Officer
U.S. Embassy Riyadh



Scope of Work (SOW)

- The company shall provide maintenance and repair services to the embassy television system from headend equipment including the satellite dish. The headend equipment shall include the following: satellite receivers (AFN, OSN and other satellite TV signal provider) modulator and converter, power unit, LNB, decoders, all cable infrastructure and other relevant and required equipment. The headend system is housed in a self-contained metal cabinet with cooling system.
- They shall extend the signal up to designated TV equipment all around the embassy and premises with good quality signal for all the TV channels.
- The satellite dishes must be realigned/reoriented periodically to ensure the optimum signal attaining at least 70% signal quality and signal strength at minimum -60dbm (Weather dependent).
- The company shall tune, tweak the receivers for maximum signal reception if necessary, or retune if satellite channels moved to another frequency or transponder.
- When the entire distribution system fail, they must have a working replacement onsite and reduce downtime to a minimum.
- Similarly, the power unit and other relevant equipment/devices i.e., TV system converter, LNB, decoders, all cable infrastructure, etc. must be checked periodically to ensure optimum operation.
- All additional connections and cable drops to end user TV sets shall be provided with proper cable and connectors by the contractor.
- As stipulated in previous maintenance warranty, all additional coaxial runs exceeding sixty-one (61) meters must have a line amplifier installed.
- The company must provide equipment capable of meeting a service level of 99% uptime by having all the required spares onsite (E.g. Spool of cables, LNB, etc.).
- The company is to provide full maintenance support 24 hours a day, 7 days a week for the duration of the contract with the option to discontinue or modify maintenance levels.
- Securely install all junction boxes, Panduit (external and internal).
- No glue, tape or self-adhesive products will be used. All installations will be physically attached to the walls.
- Contractor shall take every necessary precaution to prevent damage to ceiling tiles and ceiling grids and shall be responsible for the repair of all damage caused to walls furniture, ceilings, etc., during installation

- They will extend the signal up to designated equipment all around the Embassy premises with excellent signal quality for all the end devices.
- Repair communication or internet lines in cases of contractor or outside vendor damages the existing cabling infrastructure.
- Connect and fully test each connection for high quality signal transmission.
- Cosmetic repair to all areas that were altered during installation. (Area of work must be left neat, clean and in pristine condition.
- Power outlet should be of US standard to have the access point installed.
- Cables should be neatly dressed and supported by the existing cable management system attached to the rack(s) and/or patch panels.
- The company needs to provide complete preventive maintenance with the entire system for every quarter.
- Full maintenance support will need to include the following support services:
- Support with billing and other administrative issues.
- Support for equipment installed in the U.S. Embassy compound including equipment replacements or upgrades as needed.
- Complete service delivery to the end-user within the U.S. Embassy compound.
- The service provider is expected to respond and initiate steps to resolve issues within four (4) hours of the U.S. Embassy reporting the incident or requesting support.